



**WKUCCC Board Meeting Minutes
Center for Research and Development
2413 Nashville Road**

April 16, 2018

Call to Order

The regular meeting of the WKUCCC was called to order at 10:42am (CT) on Monday, April 16, 2018. A quorum of members were present. The meeting was chaired by Laura Hagan.

Committee Members Present:

Mr. Michael Coleman, parent representative

Cheryl Stevens, Dean, Ogden College of Science and Engineering, Western Kentucky University,
President WKURF

Laura Hagan, Attorney Kerrick Bachert, Chair

Sam Evans, College of Education & Behavioral Sciences, Western Kentucky University

Others Present

Chris Watkins, Executive Director Training/Technical Assistance Services

Thelma Jackson, Director, Child Care Center

Ms. Stephanie Elliot, Education Coordinator

1. Approval of Minutes

The minutes for April, July and October of 2017 were presented to the Board for review and approval. A motion to approve the April, July, and October 2017 minutes was made by Dr. Sam Evans, second from Mr. Michael Coleman. Motion carried unanimously.

2. Financial Reports

Monthly and quarterly financial reports for January were provided to the Board. The members of the Board reviewed and discussed the financial reports.

Motion to approve the January financial documents made by Sam Evans, second from Mr. Michael Coleman. Motion carried unanimously. Copies of said financial reports provided to the Board are attached hereto.

Monthly and quarterly financial reports for April were provided to the Board. The members of the Board reviewed and discussed the financial reports. Mr. Watkins notified the Board that 40% of the remaining funds due to WKU from the Office of Head Start will be released soon. The remaining 10% will be held until the end of the grant as is standard operating procedure for the federal government.



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

Motion to approve April financial documents made by Dr. Sam Evans, second from Michael Coleman. Motion passed unanimously. Copies of said financial reports provided to the Board are attached hereto.

3. WKUCCC Monthly Report

The 2017 Annual Report was presented to the Board for review. The monthly report was located within that document. Dr. Evans commented on the Child Outcomes reports from Fall and Winter. The Child Care Center has a goal of 70% to Meet or Exceed readiness. The Center plans to meet that goal for the Spring data. There was a change in the online data system the center uses, that may have had an effect on the data included in the report. This issue was not mentioned in the report.

4. Head Start & Early Head Start Grant Application

Draft budgets the Early Head Start Grant Application was presented to the Board for review. Mr. Watkins informed the Board they have been told by WKU Human Resources to expect the retirement contribution per employee to increase from 49% to 80%. This potential increase in retirement expense will require major budget adjustments and program option changes to balance the budget and fund the child care program. The Board was provided with a proposed options to relive the financial burden, including a proposal for enrollment reduction. A vote on the Early Head Start application was delayed until a later date until the actual retirement contribution percentage can be determined.. Drafts of both the Head Start and Early Head Start grant application narratives will be provided and approved via email at a later date. The deadline on Board approval of the grant application is June 1

5. Child and Adult Care Food Program

The Board was provided the Child and Adult Care Food Program report within the financial documents. The members of the Board reviewed and discussed the report. Mr. Watkins informed the board that any remaining unreimbursed funds are pulled from the Head Start or Early HS budget.

Other Business

- Ms. Thelma Jackson informed the Board that, based on a meeting she was present for last week, there is a possibility that the WKUCCC could be subject to an audit by October 2018.
- School readiness reports from January was provided to the Board. Mr. Chris Watkins gave an explanation of information contained in the Management Reports numbered 2001 (Enrollment), 3001 (Health Services), and 4002 (Family Services).



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

- On February 6, 2018 the Child Care Centers were inspected by the Deputy Fire Marshall. The Centers passed inspection and were deemed to be in substantial compliance.
- Mr. Watkins informed the Board that there was a situation in Murray where a child was left on a bus. While WKU is not implicated in that situation, Murray will likely need to be subject to re-competition of funds. Due to re-competition, this will perhaps be a time for the WKUCCC to sever the legal relationship with those delegates.

Adjourn at 11:28am.

Financial Reports to Policy Council and Board Members

January 29, 2018 – Policy Council Meeting

January, 2018 – Board Meeting

FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15th of each month, and let us know if you have any questions/comments on content or design.

Following is a list of the items presented for review and discussion:

FY 2016-17 HEAD START (WKU index 525152-153)

- Pages 1-4: Monthly financial reports OCT, DEC 2017 expenditures completed
- Pages 5-11: Fourth Quarter (AUG-OCT) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs, Grantee and Delegates. **NOTE:** Balance of \$183,450 in Subcontract line item – Audubon Area unexpended funds for awarded Extended Duration option. See separate attachment for request to funding source to carryover funds to FY18 budget.

FY 2017-18 HEAD START (WKU index 525154-155)

- Pages 12-15: Notice of Grant Award 04CH4776 50% PARTIAL Budget award for FY18
- Pages 16-19: Monthly financial reports NOV-DEC 2017 expenditures on track
- Pages 20-21: Updated volunteer value chart for non-federal match, and revised budget for non-federal share

FY 2016-17 EARLY HEAD START (WKU index 544825-826)

- Pages 22: Federal Form 425, submitted to Murray Head Start October 2017 (final reports reviewed October meeting)

FY 2017-18 EARLY HEAD START (WKU index 544829-830)

- Pages 23-26: Monthly financial reports OCT-NOV expenditures on track.
- Pages 27-28: First Quarter (SEP-NOV) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 29-30: Monthly financial report DEC expenditures on track.

CACFP

- Page 31: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENT: Approval forms for FY18 Request to funding source for Carryover of balance FY17 funds

OTHER

- ACF-PI-HS-18-01 Fifty percent, Duration Requirements (1 Page)
- Memorandums from OHS January 3 and January 22 (3 Pages)
- Newsletter WKU Audit (2 Pages)

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to:

http://eclkc.ohs.acf.hhs.gov/hslc/resources/news_and_events/whats_new or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.

FY 2016- 17 HEAD START

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$67,332.00	\$67,332.00		100%	\$214.95			\$67,332
Staff SAL 61111	\$304,139.00	\$309,107.41			\$1,074.75			
Part Time SAL 61123	\$45,283.00	\$45,880.70			\$1,965.52			
Staff OT 61130	\$1,498.00	\$1,169.37			398.56			
Graduate Asst 61140	\$2,500.00	\$2,500.00			-10240			
CELL PLAN 61180	\$720.00	\$720.00						
STUDENT 61501	\$12,488.00	\$13,252.50						
TOTAL PERSONNEL	\$433,960.00	\$439,961.98			(\$6,586.22)	\$584.24	100%	\$67,332
FRINGE	\$272,141.00	\$274,302.07		24.06%	(\$1,917.23)	(\$243.84)	100%	\$65,997
TRAVEL	\$1,242.00							
INSTATE 74101		\$465.72	\$0.00					
REGISTRATION 74110		\$30.00	\$30.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201		\$313.40	\$313.40					
TRAVEL 74000	\$1,242.00	\$809.12	\$343.40	4%	\$0.00	\$432.88		\$32
SUPPLIES	\$20,000.00							
Office 71102		\$639.19	\$639.19	5%				\$32
Janitor/Maint. 71103		\$3,664.05	\$3,664.05		\$1,003.57			\$0
Household 71106		\$698.44	\$698.44					\$0
Classroom 71109		\$2,903.37	\$2,903.37					
Food 71120		\$3,656.20	\$3,656.20					
Grounds 71122		\$1,818.85	\$844.69					\$0
agricultural 71110		\$127.33	\$127.33					
TOTAL SUPPLIES	\$20,000.00	\$13,507.43	\$12,533.27		\$1,003.57	\$5,489.00	73%	\$32
SUBCONTRACT 72311	\$787,886.00	\$427,450.55				\$360,435.45	54%	
OTHER	\$7,617.00							
Phone line serv 71203/05		\$258.72						
Internet 71208		\$560.00	\$560.00		\$80.00			
Hous Auth utilities 71211								
Postage 71310/20		\$260.64	\$16.20					
Insurance Non-emp 71401		\$3,000.57		0%				\$0
Equip software<5000 71501		\$1,876.84						
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10		\$2,433.48	\$2,093.48					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$647.65	\$647.65	1%				\$6
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105		\$593.75	\$593.75	1%				\$6
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$540.00	\$260.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$100.00						
Misc.background ch. 73523		\$446.00	\$446.00					
Fac Mgmt Labor 73901					\$411.90			\$0.00
Local Phone 73910		\$1,206.00		1%	\$90.00			\$12.06
LD Phone 73911		\$106.86		1%	\$10.00			\$1
Printing Serv. 73920		\$509.53						
Misc. Other 73949		\$92.00						
Building Impr. 78304	2200	\$2,200.00		1%				\$22
TOTAL OTHER	\$9,817.00	\$14,832.04	\$4,617.08		\$591.90	(\$5,606.94)	157%	\$48
CONSULTANTS								
Consult WKU 61160	500	\$482.46						
Consult 72204/09	800	\$800.00						
TOTAL CONSULT	\$1,300.00	\$1,282.46	\$0.00		\$0.00	\$17.54	99%	
TOTALS	\$1,526,346	\$1,172,145.65	\$17,493.75		(\$6,907.98)	\$361,108.33	76%	\$133,441
INDIRECT	\$59,077	\$59,575.53		100%	(\$498.53)	\$0.00	100%	\$59,576
GRAND TOTAL	\$1,585,423	\$1,231,721.18	\$17,493.75		(\$7,406.51)	\$361,108.33	77%	\$193,016

TRAINING PA 20 - Index #525153

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,276.00	\$4,275.84				\$0.16		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,276.00	\$4,275.84			\$0.00	\$0.16	100%	
FRINGE	\$1,440.40	\$1,440.55				(\$0.15)	100%	\$0.00
TRAVEL	\$4,410.56							
INSTATE 74101		\$1,517.28	\$1,265.74		182.7			
registration instate 74110		\$285.00	\$285.00					
OUT STATE 74201		\$1,660.79	\$617.44					
REGISTRATION OUT 74210		\$385.00	\$385.00					
TRAVEL 74000	\$4,410.56	\$3,848.07	\$2,553.18	4%	\$182.70	\$379.79	87%	\$153.92
SUPPLIES	\$300.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103		\$62.04	\$62.04	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109		\$53.76	\$53.76					
Food 71120		\$44.82	\$44.82					
TOTAL SUPPLIES	\$300.00	\$160.62	\$160.62		\$0.00	\$139.38	54%	\$0.00
SUBCONTRACT 72311	\$8,995.00	\$6,374.61				\$2,620.39	71%	
OTHER	\$687.54							
Line Service 71203		\$86.40	\$86.40					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$300.00	\$0.00					
Maint. Copy Mach. 72101		\$320.52	\$320.52	1%	\$208.30			\$3.21
Maint. COMP Softw 72105			\$0.00	1%	\$171.50			\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514		\$120.00	\$120.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$687.54	\$826.92	\$526.92		\$379.80	(\$519.18)	176%	\$3
CONSULTANTS								
Consult WKU 61160								
72200	697.5	\$697.50						
TOTAL CONSULT	\$697.50	\$697.50	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,807.00	\$17,624.11	\$3,240.72		\$562.50	\$2,620.39		\$157
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,807.00	\$17,624.11	\$3,240.72		\$562.50	\$2,620.39	87%	\$157

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL.	% SPENT	ADMIN COSTS
Admin SAL 61111	\$67,332.00	\$71,683.00		100%				\$71,683
Staff SAL 61111	\$300,157.11	\$295,806.11						
Part Time SAL 61123	\$48,244.78	\$48,244.78						
Staff OT 61130	\$1,169.37	\$1,169.37						
Graduate Asst 61140	\$2,500.00	\$2,500.00						
CELL PLAN 61180	\$720.00	\$720.00						
STUDENT 61501	\$13,252.50	\$13,252.50						
TOTAL PERSONNEL	\$433,375.76	\$433,375.76			\$0.00	\$0.00	100%	\$71,683
FRINGE	\$272,381.44	\$272,381.44		12.08%		\$0.00	100%	\$32,911
TRAVEL	\$809.12							
INSTATE 74101		\$465.72	\$0.00					
REGISTRATION 74110		\$30.00	\$30.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201		\$313.40	\$313.40					
TRAVEL 74000	\$809.12	\$809.12	\$343.40	5%	\$0.00	\$0.00		\$40
SUPPLIES	\$14,837.63							
Office 71102		\$809.00	\$809.00	5%				\$40
Janitor/Maint. 71103		\$3,979.78	\$3,979.78					\$0
Household 71106		\$698.44	\$698.44					\$0
Classroom 71109		\$2,988.42	\$2,988.42					
Food 71120		\$4,415.81	\$4,154.87					
Grounds 71122		\$1,818.85	\$844.69					\$0
agricultural 71110		\$127.33	\$127.33					
TOTAL SUPPLIES	\$14,837.63	\$14,837.63	\$13,602.53		\$0.00	(\$0.00)	100%	\$40
SUBCONTRACT 72311	\$787,886.00	\$604,436.00				\$183,450.00	77%	
OTHER	\$13,573.59							
Phone line serv 71203/05		\$329.48						
Internet 71208		\$640.00	\$640.00					
Hous Auth utilities 71211								
Postage 71310/20		\$260.64	\$16.20					
Insurance Non-emp 71401		\$3,000.57		0%				\$0
Equip software<5000 71501		\$1,876.84						
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-40		\$2,433.48	\$2,093.48					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$934.04	\$934.04	1%				\$9
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105		\$593.75	\$593.75	1%				\$6
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Misc. background ch. Stud. 73513		\$540.00	\$260.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515		\$100.00						
Misc. background ch. 73523		\$446.00	\$446.00					
Fac Mgmt Labor 73901		\$411.90						\$0.00
Local Phone 73910		\$1,296.00		1%				\$12.96
LD Phone 73911		\$109.36		1%				\$1
Printing Serv. 73920		\$509.53						
Misc. Other 73949		\$92.00						
Building Impr. 78304	2200	\$2,200.00						\$0
TOTAL OTHER	\$15,773.59	\$15,773.59	\$4,983.47		\$0.00	\$0.00	100%	\$29
CONSULTANTS								
Consult WKU 61160	482.46	\$482.46						
Consult 72204/09	800	\$800.00						
TOTAL CONSULT	\$1,282.46	\$1,282.46	\$0.00		\$0.00	\$0.00	100%	
TOTALS	\$1,526,346	\$1,342,896.00	\$18,929.40		\$0.00	\$183,450.00	88%	\$104,704
INDIRECT	\$59,077	\$59,077.00		100%		\$0.00	100%	\$59,077
GRAND TOTAL	\$1,585,423	\$1,401,973.00	\$18,929.40		\$0.00	\$183,450.00	88%	\$163,781

TRAINING PA 20 - Index #525153

YTD Average Percent 100%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$4,275.84	\$4,275.84				\$0.00		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$4,275.84	\$4,275.84			\$0.00	\$0.00	100%	
FRINGE	\$1,440.55	\$1,440.55				\$0.00	100%	\$0.00
TRAVEL	\$4,030.77							
INSTATE 74101		\$1,699.98	\$1,265.74					
registration instate 74110		\$285.00	\$285.00					
OUT STATE 74201		\$1,660.79	\$617.44					
REGISTRATION OUT 74210		\$385.00	\$385.00					
TRAVEL 74000	\$4,030.77	\$4,030.77	\$2,553.18	5%	\$0.00	\$0.00	100%	\$201.54
SUPPLIES	\$160.62							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103		\$62.04	\$62.04	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109		\$53.76	\$53.76					
Food 71120		\$44.82	\$44.82					
TOTAL SUPPLIES	\$160.62	\$160.62	\$160.62		\$0.00	\$0.00	100%	\$0.00
SUBCONTRACT 72311	\$8,995.00	\$8,995.00				\$0.00	100%	
OTHER	\$1,206.72							
Line Service 71203		\$86.40	\$86.40	1%				\$0.86
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$300.00	\$0.00					
Maint. Copy Mach. 72101		\$700.32	\$700.32	1%				\$7.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514		\$120.00	\$120.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$1,206.72	\$1,206.72	\$906.72		\$0.00	\$0.00	100%	\$8
CONSULTANTS								
Consult WKU 61160								
72200	697.5	\$697.50						
TOTAL CONSULT	\$697.50	\$697.50	\$0.00		\$0.00	\$0.00		
TOTALS	\$20,807.00	\$20,807.00	\$3,620.52		\$0.00	\$0.00		\$209
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$20,807.00	\$20,807.00	\$3,620.52		\$0.00	\$0.00	100%	\$209

QUARTERLY REPORT

4th QTR 04CH4776	HEAD START 525152, 525153				Reporting Period:		
					11/1/16 TO 10/31/17		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$433,376	\$433,376		100.00%	\$0		\$ 71,683
Fringe Benefits	\$272,381	\$272,381		100.00%	\$0		\$ 32,911
Travel	\$809	\$809		100.00%		\$ 343	\$ 40
Equipment	\$0						
Supplies	\$14,838	\$14,838		100.00%	\$0	\$ 13,603	\$ 40
Contractual	\$787,886	\$604,436		76.72%	\$183,450		
Other	\$15,774	\$15,774		100.00%	\$0	\$ 4,983	\$ 30
Consultants	\$1,282	\$1,282		100.00%	\$0		
TOTAL DIRECT	\$1,526,346	\$1,342,896	\$0	87.98%	\$183,450	\$18,929	\$ 104,704
Indirect Costs	\$59,077	\$59,077		100.00%	\$0		\$ 59,077
TOTAL PA 22	\$1,585,423	\$1,401,973	\$0	88.43%	\$183,450	\$18,929	\$163,781
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$5,716	\$5,716					
Supplies/Other	\$1,367	\$1,367				\$ 1,067	\$ 8
consultant	\$698	\$698					
Contractual	\$8,995	\$8,995					
Travel	\$4,031	\$4,031				\$ 2,553	\$ 202
TOTAL PA20	\$20,807	\$20,807	\$0	100.00%	\$0	\$ 3,621	\$ 210
TOTAL AWARD	\$1,606,230	\$1,422,780	\$0		\$183,450	\$22,550	\$163,991
NON FEDERAL						Non Fed Space 5%	\$7,774
	Grantee \$202,337	\$202,337				unclaimed IDC	\$13,262
	Audubon \$56,231	\$56,231				% Admin WKU	9.4%
	Murray \$97,127	\$97,127				Audubon	\$20,783
Total Non Federal	\$355,695	\$355,695	\$0	100.00%	\$0	Murray	\$31,346
TOTAL OUTLAYS	\$1,961,925	\$1,778,475	\$0		\$183,450	Total Admin Costs	\$237,156
						TOTAL % Admin	12.1%
QTRLY NOTES:	Category:						
CONTRACTUAL:	all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)						
OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing						
EXPENDITURES:	EXPENDITURES COMPLETED						
NOTE: Delegate Agency Audubon Area will request approval to apply the \$183,450 of awarded extended duration funds that were not expended in FY17 due to delays in facility renovations. Carryover request will be submitted.							

525152-153

WKUCCC HEAD START GRANTEE ADMINISTRATIVE COST REPORT FY 2016-2017

04CH4776

Line Item Description	Actual Expenditure	% Administrative	Federal Administrative	Non-Federal Administrative	Total Administrative
personnel/fringe	\$104,594	100%	\$104,594		
travel	\$4,840	5%	\$242		
office supplies	\$809	5%	\$40		
maintenance	\$2,228	1%	\$22		
telephone	\$1,492	1%	\$15		
utilities/space		5%	\$0	\$7,774	
indirect costs	\$59,077	100%	\$59,077	\$13,262	
Total Grantee:			\$163,991		
Delegates:					
Audubon	\$20,783	100%	\$20,783		
Murray	\$31,346	100%	\$31,346		
TOTAL ADMINISTRATIVE			\$216,120	\$21,036	\$237,156

12.1%

			Maximum		
Total Budget	\$1,961,925	15%		Allowed	\$294,289

CACFP DEPOSITS HEAD START 2016 - 2017 = \$59,631

Administrative Costs Detail Report

Fiscal Year to Date 10/31/17

Account	Account Description	Budget	YTD Transactions	Budget - YTD	Prior Year
Fund 428 - Western KY University					
EXPENSE					
5100.00	Salaries	5,610.00	4,034.10	1,575.90	5,609.82
5101.00	Vacation Salary	134.00	23.45	110.55	134.33
5120.00	FICA	391.00	297.18	93.82	391.32
5121.00	Unemployment Insurance	27.00	10.05	16.95	27.07
5140.00	Dental/Vision	25.00	16.45	8.55	24.84
5142.00	Health Insurance	343.00	285.70	57.30	342.83
5143.00	Life Insurance	16.00	12.95	3.05	16.34
5144.00	Retirement	911.00	748.34	162.66	911.07
5145.00	Workman's Compensation	38.00	27.28	10.72	38.27
5200.00	Local Travel	2.00	.00	2.00	2.35
5200.02	Business Travel	175.00	215.08	(40.08)	174.88
5220.00	Space Costs	1.00	.00	1.00	1.00
5260.00	Utilities	243.00	773.67	(530.67)	243.45
5280.00	Office Supplies	25.00	92.98	(67.98)	25.06
5290.00	Copy Costs	71.00	159.30	(88.30)	70.59
5291.00	Printing	25.00	.00	25.00	25.02
5405.12	Supplies, Other Program	9.00	20.13	(11.13)	9.16
5405.14	Supplies, Training	34.00	69.22	(35.22)	33.96
5424.08	Training, Other	192.00	359.08	(167.08)	192.11
5437.00	Employee Health & Welfare	1.00	.00	1.00	1.20
5520.04	Internet Services	4.00	21.60	(17.60)	3.88
5541.18	Contracts Other	26.00	723.36	(697.36)	26.11
5620.00	Maintenance & Repairs	196.00	215.60	(19.60)	196.27
5640.00	Vehicle Operating	41.00	169.59	(128.59)	40.70
5670.00	Janitorial & Cng Supp.	59.00	21.55	37.45	59.17
5680.01	Publication/Subscriptions	3.00	45.91	(42.91)	3.40
5700.00	Phone Service	31.00	40.42	(9.42)	31.10
5720.00	Postage	139.00	120.68	18.32	138.95
5900.00	Depreciation	.00	1,444.30	(1,444.30)	.00
5790.00	Indirect Costs	16,779.00	9,539.67	7,239.33	9,968.57
4600.13	In-Kind Admin Volunteers		1,295.00		
EXPENSE TOTALS		\$25,551.00	\$20,782.64 ✓	\$6,063.36	\$18,742.82
Total Approved Program Costs - Federal & Non-Federal		\$510,469.00			
less Carry-Over Amount from Ext. Duration		(\$229,313.00)			
		\$281,156.00			
Administrative Costs % - Federal & Non-Federal			7%		

Final

ADMINISTRATIVE COST MONTHLY														655CW	
2016-2017	Nov. '16	Dec. '16	Jan. '17	Feb. '17	Mar. '17	Apr. '17	May '17	Jun. '17	Jul. '17	Aug. '17	Sept. '17	Oct. '17	Nov. '17	2016-2017	
Personnel/Fringe	1,724.72	1,724.72	1,739.40	1,733.66	1,728.32	1,709.74	1,696.03	1,588.77	1,866.08	1,649.34	1,299.29	1,596.26	0.00	Personnel/Fringe	
Travel	6.53	0.00	0.00	9.08	0.00	33.54	7.83	14.69	25.39	0.00	0.00	5.95	23.51	Travel	
Supplies	0.00	82.13	147.88	36.46	74.84	102.74	41.91	70.40	98.34	95.49	306.97	0.00	3,560.08	Supplies	
Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	586.43	0.00	Contractual	
Other	4.19	24.93	291.46	20.78	32.68	386.17	40.38	39.48	297.36	19.21	8.45	1,548.60	1,122.51	Other	
Training	0.00	305.81	116.49	0.00	241.61	234.34	106.63	118.92	0.00	166.65	0.00	0.00	36.07	Training	
Non-Federal	106.63	0.00	205.24	29.53	0.00	330.49	0.00	0.00	0.00	16.49	0.00	8.88	0.00	Non-Federal	
TOTAL MONTHLY	1,842.07	2,137.59	2,500.47	1,829.51	2,077.45	2,797.02	1,892.78	1,832.26	2,287.17	1,947.18	1,614.71	3,746.12	4,842.17	31,846.50	
														Year-to-date	

ACTUAL % 6.45%

From Delegate Contract

Federal 388,506

Non-Federal 97,127

Total Funding 485,633

15% administrative of Total Funding cost would be:

72,844.95 Yearly

6,070.41 Monthly

The purpose of limiting administrative costs to 15%, of a Head Start program, is to ensure that funds expended by the grantee agency are used primarily for the delivery of services and not for excessive administrative costs.

NON-FEDERAL TRACKING FORM
04CH4776

HEAD START NOVEMBER 1, 2016- OCTOBER 31, 2017
525152-153

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$4.06	633	873	1506	\$6,114.36	892	881	1773	\$7,198.38	\$202,337	\$56,231	\$97,127
Parent Hours	\$7.85	89.5	71	160.5	\$1,259.93	129	46	175	\$1,373.75			
Community Hours	\$7.85	13	48.25	61.25	\$102.05	23.5	12.25	35.75	\$280.64			
Interns	\$19.64	0	0	0	\$0.00	0	0	0	\$0.00			
Speech, OT, Graduate Students	\$24.10	77	67.25	144.3	\$3,476.43	29.75	39.25	69	\$1,662.90			
Policy Council	\$51.26	4	4	8	\$410.08	4	4	8	\$3,280.64			
Professional/Adv Councils/Comm	\$57.56	17.25	55.5	72.75	\$4,187.49	23.25	48.75	72	\$4,144.32	\$33,491	\$3,000	\$3,510
TOTAL VOLUNTEERS = \$44,878					\$15,550.33				\$17,940.63			

OTHER:

List Items:	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	TOTAL
Toys, puzzles, books	100				\$0.00
Audubon: services; transportation					\$0.00
Murray:					
Indirect Cost: Base = \$738,460					
Approved rate 42% = \$310,153				13262	\$13,262.00
TOTAL OTHER					\$13,262.00

\$ 31,806

\$ 93,617

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,850	12.1	\$38,871	\$38,871	\$38,871	\$77,742
TOTAL SPACE: \$155,485					\$77,742

ADMIN 5% = \$7,774

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

*rates updated 11/1/16

TOTAL NFS

\$202,337

\$56,231

\$97,127

\$355,695

\$0

\$0

BAL DUE

SUBMITTED: Becky Johnson

Jan. 11, 2018

AP-23118

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 428 - Western KY University										
	Department 622 - PA22 HS Funds									
	Sub Department 702 - InKind									
4600.13	InKind-Volunteer Wages	5,327.00	(5,327.00)	.00	(651.14)	.00	415.11	415.11	(415.11)	+++
4600.14	InKind-Services	25,538.00	132,405.00	157,943.00	(3,876.75)	.00	33,045.00	33,045.00	124,898.00	21
4600.15	InKind-Indoor Space	17,641.00	15,201.00	32,842.00	208.33	.00	16,416.00	16,416.00	16,425.00	50
4600.31	InKind-Supplies	5.00	(5.00)	.00	.00	.00	.00	.00	.00	+++
4600.35	InKind-Utilities	3,933.00	(3,933.00)	.00	(2,648.42)	.00	.00	.00	.00	+++
4600.41	InKind-Outdoor Space	370.00	278.00	648.00	(75.17)	.00	324.00	324.00	324.00	50
4600.42	InKind-Transportation	7,493.00	10,263.00	17,756.00	(1,750.17)	.00	5,918.00	5,918.00	11,838.00	33
4600.43	InKind-Professional Volunteer Wages	2,943.00	(2,943.00)	.00	.00	.00	112.89	112.89	(112.89)	+++
	Sub Department 702 - InKind Totals	\$63,250.00	\$145,939.00	\$209,189.00	(\$8,793.32)	\$0.00	\$56,231.00	\$56,231.00	\$152,958.00	27%

1st Quarter Report-WKU (655CW)							
Non-Federal	Required Match	Previous Balance	Nov-16	Dec-16	Jan-17	Year-to-Date	Remaining Match
Volunteers	6,086.00	0.00	545.18	529.59	546.84	1,621.61	4,464.39
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	91,041.00	0.00	15,248.65	16,737.94	15,161.92	47,148.51	43,892.49
Total	\$97,127.00	0.00					\$48,356.88 49.79%
2nd Quarter/ Semi-Annual Report-WKU (655CW)							
Non-Federal	Required Match	Previous Balance	Feb-17	Mar-17	Apr-17	Year-to-Date	Remaining Match
Volunteers	6,086.00	1,621.61	503.01	0.00	207.98	2,332.60	3,753.40
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	91,041.00	47,148.51	14,811.93	0.00	0.00	61,960.44	29,080.56
Total	\$97,127.00	48,770.12					\$32,833.96 33.81%
3rd Quarter Report-WKU (655CW)							
Non-Federal	Required Match	Previous Balance	May-17	Jun-17	Jul-17	Year-to-Date	Remaining Match
Volunteers	6,086.00	2,332.60	611.08	0.00	0.00	2,943.68	3,142.32
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	91,041.00	61,960.44	14,811.93	0.00	0.00	76,772.37	14,268.63
Total	\$97,127.00	64,293.04					\$17,410.95 17.93%
4th Quarter & Final Report-WKU (655CW)							
Non-Federal	Required Match	Previous Balance	Aug-16	Sep-16	Oct-16	Year-to-Date	Remaining Match
Volunteers	6,086.00	2,943.68	69.75	468.84	27.63	3,509.90	2,576.10
Space Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other In-Kind	91,041.00	76,772.37	0.00	13,314.82	3,529.91	93,617.10	-2,576.10
Total	\$97,127.00	79,716.05				97,127.00	\$0.00 0.00%

FY 2017- 18 HEAD START

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Non-Competing Continuation	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: WESTERN KENTUCKY UNIVERSITY 1906 College Heights Blvd Bowling Green, KY 42101-1000 Grantee Authorizing Official: Laura Hagan1, Chairman, WKURF Board			12. PROJECT / PROGRAM TITLE: Head Start	

13. COUNTY: Warren	14. CONGR. DIST: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Thelma Jackson
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 216,188.00	A. NON-FEDERAL SHARE.....	\$ 215,347.00 20%
Fringe Benefits.....	\$ 132,231.00	B. FEDERAL SHARE.....	\$ 861,389.00 80%
Travel.....	\$ 3,250.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 861,389.00
Supplies.....	\$ 13,500.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 456,715.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 9,967.00	\$ 861,389.00	
Direct Costs.....	\$ 831,851.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 29,538.00	\$ 5,260,873.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 861,389.00	22. APPLICANT EIN: 616055628	23. PAYEE EIN: 1616055628A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:					DUNS 077876258	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH477604	75-18-1536	8-G044122	\$850,986.00		
	04CH477604	75-18-1536	8-G044120	\$10,403.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Ms. Cheryl Pressley	DATE: 11/03/2017	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett	DATE: 10/31/2017
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Captain Robert Bialas - Regional Program Manager		DATE: 11/01/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Non-Competing Continuation		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019		10. CAT NO.: 93,600
11. RECIPIENT ORGANIZATION: WESTERN KENTUCKY UNIVERSITY				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

26. REMARKS (Continued from previous page)

This grant action awards partial funds for the 11/01/2017-10/31/2018 budget period. The projected annual funding level for Head Start operations in Fiscal Year (FY) 2018 is \$1,701,973, and the projected training and technical assistance allocation is \$20,807. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for FY 2018.

Head Start population: 178 children.

Designated Head Start service area: Daviess; Graves County (Mayfield), Marshall County, and McCracken County; Warren, Davies, Marshall, Mayfield, McCracken.

Approved program options: Center-based.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1.

Attachment 1

Award Number: 04CH4776/04

Recipient Organization: WESTERN KENTUCKY UNIVERSITY

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 11/01/2017-10/31/2018 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

INDEX NUMBER 525154

YTD Average Percent 8%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$27,828.00	\$4,638.00		100%				\$4,638
Staff SAL 61111	\$162,496.00	\$25,044.40						
Part Time SAL 61123	\$20,840.00	\$1,605.60						
Staff OT 61130	\$0.00							
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$360.00	\$60.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$216,524.00	\$31,348.00			\$0.00	\$185,176.00	14%	\$4,638
FRINGE	\$136,818.00	\$20,177.27		11.60%		\$116,640.73	15%	\$2,341
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$6,500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					\$0
Household 71106			\$0.00					\$0
Classroom 71109			\$0.00					
Food 71120			\$0.00					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,500.00	\$0.00	\$0.00		\$0.00	\$6,500.00	0%	\$0
SUBCONTRACT 72311	\$452,218.00					\$452,218.00	0%	
OTHER	\$8,138.00							
Phone line serv 71203/05								
Internet 71208			\$0.00					
Hous Auth utilities 71211								
Postage 71310/20			\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Misc.background ch. Stud. 73513			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Fac Mgmt Labor 73901								\$0.00
Local Phone 73910				1%				\$0.00
LD Phone 73911				1%				\$0
Printing Serv. 73920								
Misc. Other 73949								
TOTAL OTHER	\$8,138.00	\$4,000.00	\$0.00	1%	\$0.00	\$4,138.00	49%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$821,448	\$55,525.27	\$0.00		\$0.00	\$765,922.73	7%	\$6,979
INDIRECT	\$29,538	\$4,442.01		100%		\$25,095.99	15%	\$4,442
GRAND TOTAL	\$850,986	\$59,967.28	\$0.00		\$0.00	\$791,018.72	7%	\$11,421

TRAINING PA 20 - Index #525155

YTD Average Percent 8%								
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,175.00	\$317.88				\$1,857.12		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,175.00	\$317.88			\$0.00	\$1,857.12	15%	
FRINGE	\$782.00	\$108.18				\$673.82	14%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$4,498.00					\$4,498.00	0%	
OTHER	\$448.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$448.00	\$0.00	\$0.00		\$0.00	\$448.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,403.00	\$426.06	\$0.00		\$0.00	\$9,976.94		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,403.00	\$426.06	\$0.00		\$0.00	\$9,976.94	4%	\$0

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$27,828.00	\$9,276.00		100%				\$9,276
Staff SAL 61111	\$162,496.00	\$51,378.50						
Part Time SAL 61123	\$20,840.00	\$5,496.48						
Staff OT 61130	\$0.00							
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$360.00	\$120.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$216,524.00	\$66,270.98			\$0.00	\$150,253.02	31%	\$9,276
FRINGE	\$136,818.00	\$43,226.91		11.60%		\$93,591.09	32%	\$5,014
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$6,500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$149.34	\$149.34					\$0
Household 71106			\$0.00					\$0
Classroom 71109			\$0.00					
Food 71120		\$473.99	\$0.00					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,500.00	\$623.33	\$149.34		\$0.00	\$5,876.67	10%	\$0
SUBCONTRACT 72311	\$452,218.00					\$452,218.00	0%	
OTHER	\$8,138.00							
Phone line serv 71203/05								
Internet 71208		\$80.00	\$80.00					
Hous Auth utilities 71211								
Postage 71310/20		\$1.40	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
Misc.background ch. Stud. 73513		\$22.00	\$22.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Fac Mgmt supp 73902		\$247.14						\$0.00
Local Phone 73910		\$90.00		1%				\$0.90
LD Phone 73911				1%				\$0
Printing Serv. 73920								
Misc. Other 73949								
				1%				\$0
TOTAL OTHER	\$8,138.00	\$4,440.54	\$102.00		\$0.00	\$3,697.46	55%	\$1
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$821,448	\$114,561.76	\$251.34		\$0.00	\$706,886.24	14%	\$14,291
INDIRECT	\$29,538	\$9,164.93		100%		\$20,373.07	31%	\$9,165
GRAND TOTAL	\$850,986	\$123,726.69	\$251.34		\$0.00	\$727,259.31	15%	\$23,456

TRAINING PA 20 - Index #525155

YTD Average Percent 17%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,175.00	\$635.76				\$1,539.24		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,175.00	\$635.76			\$0.00	\$1,539.24	29%	
FRINGE	\$782.00	\$216.36				\$565.64	28%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$4,498.00					\$4,498.00	0%	
OTHER	\$448.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$150.00	\$150.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$448.00	\$150.00	\$150.00		\$0.00	\$298.00	33%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,403.00	\$1,002.12	\$150.00		\$0.00	\$9,400.88		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,403.00	\$1,002.12	\$150.00		\$0.00	\$9,400.88	10%	\$0

NON-FEDERAL SHARE VALUATION CHART
JANUARY 2018

Volunteer

Value

	RATE	FRINGE	Frg total	Total	IDC 8%	Total Value
Classroom	8	8.25%	\$0.66	\$8.66	\$0.69	\$9.35
Foster Grnd	3.75	8.25%	\$0.31	\$4.06	\$0.32	\$4.38
Interns	11	84.86%	\$9.33	\$20.33	\$1.63	\$21.96
Speech/OT/PT	13.5	42.01%	\$5.67	\$19.17	\$1.53	\$20.71

PC

	hourly	fringe	frg total	TOTAL	IDC	
Exec. Director	\$55.09	32.67%	\$18.00	\$73.09		
Director	\$40.41	36.61%	\$14.79	\$55.20		
Fiscal Manager	\$34.47	71.09%	\$24.50	\$58.97		
Ed Coordinator	\$24.91	42.01%	\$10.46	\$35.37		
Comp. Coord	\$20.34	79.25%	\$16.12	\$36.46		
AVG VALUE				\$51.82	\$4.15	TOTAL VALUE \$55.97

Prof/Adv.

	hourly	fringe	frg total	TOTAL	IDC	
Exec Director	\$55.09	32.67%	\$18.00	\$73.09		
Specialist	\$39.78	35.65%	\$14.18	\$53.96		
Specialist	\$38.97	35.65%	\$13.89	\$52.86		
Specialist	\$39.79	35.65%	\$14.19	\$53.98		
Specialist	\$40.55	35.65%	\$14.46	\$55.01		
AVG VALUE				\$57.78	\$4.62	TOTAL VALUE \$62.40

WKUCCC NON FEDERAL SHARE - HEAD START 2017-2018

04CH4776

A. VOLUNTEERS

UPDated 2018

<u>TYPE</u>	<u># of Children</u>	<u>HOURS</u>	<u>RATE</u>	<u>VALUE</u>
Foster GrandParents	75	3605	\$4.38	\$15,790
Parent/Community	75	200	\$9.35	\$1,870
Interns	75	814	\$21.96	\$17,875
Speech	75	375	\$20.71	\$7,770
Policy Council	75	10	\$55.97	\$560
Professional	75	75	\$62.40	\$4,680
TOTAL VOLUNTEERS				\$48,545

B. SPACE

<u>TYPE</u>	<u># OF CHILDREN</u>	<u>SQUARE FT</u>	<u>RATE PER SQ.</u>	<u>VALUE</u>
Indoor Classroom	75	12710	\$12.10	\$153,792
TOTAL SPACE				\$153,792

C. OTHER INKIND CONTRIBUTIONS:

COMMUNITY RESOURCES				
Grantee NFS				\$202,337
Delegate Agencies:				
Audubon Area Head Start				\$131,231
Murray Head Start				\$97,127
TOTAL OTHER				\$228,358

GRAND TOTAL NON-FEDERAL \$430,695

FY2016- 17 EARLY HEAD START

FEDERAL FINANCIAL REPORT

(Follow form instructions)

cm

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of 1
DEPARTMENT OF HEALTH AND HUMAN SERVICES		04CH4761/02		pages	
3. Recipient Organization (Name and complete address including Zip code)					
WKU Research Foundation 1906 College Heights Blvd. Bowling Green, KY 42101					
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting	
02-990-0583	6161358086	544025-544026	<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)			9. Reporting Period End Date (Month, Day, Year)		
9/1/2016			8/31/2017		
10. Transactions					Cumulative
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts					\$200,349.62
b. Cash Disbursements					\$211,124.00
c. Cash on Hand (line a minus b)					(\$10,774.38)
(Use lines d-o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					\$211,124.00
e. Federal share of expenditures					\$211,124.00
f. Federal share of unliquidated obligations					\$0.00
g. Total Federal share (sum of lines e and f)					\$211,124.00
h. Unobligated balance of Federal funds (line d minus g)					\$0.00
Recipient Share:					
i. Total recipient share required					\$52,781.00
j. Recipient share of expenditures					\$52,781.00
k. Remaining recipient share to be provided (line i minus j)					\$0.00
Program Income:					
l. Total Federal program income earned					
m. Program income expended in accordance with the deduction alternative					
n. Program income expended in accordance with the addition alternative					
o. Unexpended program income (line l minus line m or line n)					
11. Indirect Expense		a. Type Predetermined	b. Rate 6.00%	c. Period From 9/1/2016	d. Base \$ 190,658.00
				e. Amount Charged \$ 15,269.00	f. Federal Share \$ 15,269.00
				g. Totals: \$ 190,658.00 \$ 15,269.00 \$ 15,269.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.					
ADMIN COSTS: \$18,016.00 & USDA: \$12,214.00					
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties, (U.S. Code, Title 218, Section 1001)					
a. Typed or Printed Name and Title of Authorized Certifying Official			c. Telephone (Area code, number and extension)		
Sophie McAdams			270-745-5338		
Assistant Director, Grants and Contracts Accounting			d. Email address		
			sophie.mcadams@wku.edu		
b. Signature of Authorized Certifying Official			e. Date Report Submitted (Month, Day, Year)		
Sophie McAdams			10-10-17		
14. Agency use only:					

Standard Form 426

OMB Approval Number: 0348-0061

Expiration Date: 10/31/2011

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Early Head Start FY 2017-18

MONTHLY EXPENDITURE REPORT
OCT 1-31, 2017

EARLY HEAD START - FY: SEPTEMBER 1, 2017 - AUGUST 31, 2018

GENERAL FUNDS PA 25 - Index #544829

YTD Average Percent

17%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$15,705.08						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$15,705.08			\$0.00	\$89,416.92	15%	\$0
FRINGE	\$82,376.00	\$13,488.35				\$68,887.65	16%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109			\$0.00					
Food 71120			\$0.00					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$0.00	\$0.00		\$0.00	\$4,620.00	0%	\$0
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$0.00	\$0.00		\$0.00	\$399.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$29,193.43			\$0.00	\$163,573.57	15%	\$0
INDIRECT	\$15,421.00	\$2,335.48		100%		\$13,085.52	15%	\$2,335
GRAND TOTAL	\$208,188.00	\$31,528.91	\$0.00		\$0.00	\$176,659.09	15%	\$2,335

TRAINING PA 26 - Index #544830					YTD Average Percent		17%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 10/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$933.00	\$162.60						
TOTAL PERSONNEL	\$933.00	\$162.60			\$0.00	\$770.40	17%	
FRINGE	\$367.00	\$63.96				\$303.04	17%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$0.00	\$0.00		\$0.00	\$250.00	0%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$0.00
	200							
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$226.56			\$0.00	\$4,770.44	5%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$226.56	\$0.00		\$0.00	\$4,770.44	5%	\$0

MONTHLY EXPENDITURE REPORT
NOV 1-30, 2017

EARLY HEAD START - FY: SEPTEMBER 1, 2017 - AUGUST 31, 2018

GENERAL FUNDS PA 25 - Index #544829

YTD Average Percent

25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$25,954.62						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$25,954.62			\$0.00	\$79,167.38	25%	\$0
FRINGE	\$82,376.00	\$21,176.00				\$61,200.00	26%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$55.66	\$55.66					
Food 71120		\$30.89	\$30.89					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$86.55	\$86.55		\$0.00	\$4,533.45	2%	\$0
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$0.00	\$0.00		\$0.00	\$399.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$47,217.17			\$0.00	\$145,549.83	24%	\$0
INDIRECT	\$15,421.00	\$3,777.39		100%		\$11,643.61	24%	\$3,777
GRAND TOTAL	\$208,188.00	\$50,994.56	\$86.55		\$0.00	\$157,193.44	24%	\$3,777

TRAINING PA 26 - Index #544830

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 11/30/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$243.90						
TOTAL PERSONNEL	\$933.00	\$243.90			\$0.00	\$689.10	26%	
FRINGE	\$367.00	\$95.94				\$271.06	26%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$0.00	\$0.00		\$0.00	\$250.00	0%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$0.00
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$339.84			\$0.00	\$4,657.16	7%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$339.84	\$0.00		\$0.00	\$4,657.16	7%	\$0

QUARTERLY REPORT

1st QTR 04CH4761	EARLY HEAD START 544829-830				Reporting Period:		
	FY: Sep. 1, 2017 - Aug. 31, 2018				9/1/17 TO 11/30/17		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$105,122	\$25,955		24.69%	\$79,167		\$ -
Fringe Benefits	\$82,376	\$21,176		25.71%	\$61,200		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,620	\$87		1.87%	\$4,533	\$ 87	
Contractual	\$0		\$0		\$0		
Other	\$399			0.00%	\$399		
Consultants	\$250				\$250		
TOTAL DIRECT	\$192,767	\$47,217	\$0	24.49%		\$87	\$0
Indirect Costs	\$15,421	\$3,777		24.50%			\$ 3,777
TOTAL PA 25	\$208,188	\$50,995	\$0	24.49%	\$0	\$87	\$3,777
PA 26 Training					\$0		
Personnel/Frg	\$1,300	\$340					
Supplies/Other	\$1,247						
Contractual	\$0						
Travel	\$2,250						\$ -
TOTAL PA26	\$4,997	\$340	\$0	6.80%	\$4,657	\$ -	\$ -
TOTAL AWARD**	\$213,185	\$51,334	\$0	24%	\$161,851	\$87	\$3,777
NON FEDERAL						Non Fed Space 5%	\$730
Space		\$8,355				% Admin WKU	1.7%
Volunteers		\$6,251				TOTAL ADMIN	\$4,507
Other							
Total Non Federal	\$53,296	\$14,606	\$0	27.41%	\$38,690		
TOTAL OUTLAYS	\$266,481	\$65,940	\$0				
QTRLY NOTES:	Category:						
	OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing						
	Expenditures: On track						

NON-FEDERAL TRACKING FORM

EARLY HEAD START September 1, 2017- August 31, 2018
544829-830

	RATE *	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due
Foster Grandparent Hours	\$4.38	1104		1104	\$4,835.52			0	\$0.00	\$53,296
Parent Hours	\$9.35	29		29	\$271.15			0	\$0.00	
Community Hours	\$9.35	39.5		39.5	\$369.33			0	\$0.00	
Interns	\$21.96	0		0	\$0.00			0	\$0.00	
Speech, OT, Graduate Students	\$20.71	2.5		2.5	\$51.78			0	\$0.00	
Policy Council	\$55.97	4		4	\$223.88			0	\$0.00	
Professional/Adv. Council/comm	\$62.40	8		8	\$499.20			0	\$0.00	
TOTAL BUDGET = \$19,874					\$6,250.85				\$0.00	\$6,251

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
	Total	Total	Total	Total	
					\$0.00
					\$0.00
					\$0.00
TOTAL OTHER					\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
					\$0
SQ FT. 2762	12.1	\$8,355			\$0
TOTAL BUDGET = \$33,421					\$8,355

Admin 5% \$730 \$14,606

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

* Rates updated 12/1/17

\$38,690
BAL DUE

Becky Johnson 1/23/18
Submitted Date



PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$34,604.16						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$34,604.16			\$0.00	\$70,517.84	33%	\$0
FRINGE	\$82,376.00	\$28,234.21				\$54,141.79	34%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$130.99	\$130.99					
Food 71120		\$243.29	\$243.29					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$374.28	\$374.28		\$0.00	\$4,245.72	8%	\$0
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$0.00	\$0.00		\$0.00	\$399.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$63,212.65			\$0.00	\$129,554.35	33%	\$0
INDIRECT	\$15,421.00	\$5,057.04		100%		\$10,363.96	33%	\$5,057
GRAND TOTAL	\$208,188.00	\$68,269.69	\$374.28		\$0.00	\$139,918.31	33%	\$5,057

TRAINING PA 26 - Index #544830					YTD Average Percent		33%	ADMIN COSTS
PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 12/31/17	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	
Staff SAL 61111	\$933.00	\$325.20						
TOTAL PERSONNEL	\$933.00	\$325.20			\$0.00	\$607.80	35%	
FRINGE	\$367.00	\$127.96				\$239.04	35%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$0.00	\$0.00		\$0.00	\$250.00	0%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$0.00
	200							
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$453.16			\$0.00	\$4,543.84	9%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$453.16	\$0.00		\$0.00	\$4,543.84	9%	\$0

Financial Reports to Policy Council and Board Members

APRIL 16, 2018 – Board Meeting

APRIL 23, 2018 – Policy Council Meeting

FYI - monthly financial reports and program reports are posted on the WKUCCC web site: <http://www.wku.edu/ccc> click on Reports. Please view new reports following 15th of each month, and let us know if you have any questions/comments on content or design.

Following is a list of the items presented for review and discussion:

FY 2016-17 HEAD START (WKU index 525152-153)

- Pages 1-2: Federal Form 425 and inventory, expenditures completed, submitted 1/31/18

FY 2017-18 HEAD START (WKU index 525154-155)

- Pages 3-4: First Quarter (NOV-JAN) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 5-10: Monthly financial reports JAN-MAR 2018 expenditures on track
- Pages 11-13: Notice of Grant Award Amend 1 04CH4776 40% PARTIAL Budget award for FY18 (final 10% award pending summer)

FY 2017-18 EARLY HEAD START (WKU index 544829-830)

- Pages 14-17: Monthly financial reports JAN-FEB 2018 expenditures on track.
- Pages 18-19: 2nd Quarter (DEC-FEB) FINAL report Summary of Expenditures, non-federal; credit card and administrative costs.
- Pages 20-21: Monthly financial report MAR 2018 expenditures on track.

CACFP

- Page 22: Summary report of food expenditure and CACFP reimbursements

SEPARATE ATTACHMENT:

2017 ANNUAL REPORT - Draft of Annual Report, now required to be submitted with grant application.

- DRAFT of HS Budget for FY 19 with 2.2% expected COLA increase and impact of retirement and health insurance increases
- COLA approval form pending expected supplemental funds request May 2018.
- DRAFT OF EHS BUDGET for FY 19 without COLA (their grant is due 5/31 prior to COLA announcement)
- EHS grant application approval form

NOTE: DRAFT copies of the HS and EHS grant application narratives will be distributed electronically for review by end of April.

OTHER

- ACF-PI-HS-18-02 Hurrican Disaster Assistance Funds (5 pages)

For your Information and Review the following releases have been issued by Administration for Children & Families: for links to these items go to:

http://eclkc.ohs.acf.hhs.gov/hslc/resources/news_and_events/whats_new or WKUCCC website to view entire content of large announcements and to keep informed on Head Start happenings.

FEDERAL FINANCIAL REPORT-REVISED

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted US Dept. of Health and Human Services		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 04CH04776/03		Page 1 of 1 pages															
3. Recipient Organization (Name and complete address including Zip code) Western Kentucky University Research Foundation, Inc. 1808 College Heights Blvd. #11018 Bowling Green, KY 42101-1018																			
4a. DUNS Number 77876258	4b. EIN 61-6055628	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 525152-525153	6. Report Type Quarterly Semi-Annual Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual															
8. Project/Grant Period From: (Month, Day, Year) 11/1/2016			To: (Month, Day, Year) 10/31/2017		9. Reporting Period End Date (Month, Day, Year) 10/31/2017														
10. Transactions					Cumulative														
(Use lines a-c for single or multiple grant reporting)																			
Federal Cash (To report multiple grants, also use FFR Attachment):																			
a. Cash Receipts					\$1,422,780.00														
b. Cash Disbursements					\$1,422,780.00														
c. Cash on Hand (line a minus b)					\$0.00														
(Use lines d-o for single grant reporting)																			
Federal Expenditures and Unobligated Balance:																			
d. Total Federal funds authorized					\$1,806,230.00														
e. Federal share of expenditures					\$1,422,780.00														
f. Federal share of unliquidated obligations					\$0.00														
g. Total Federal share (sum of lines e and f)					\$1,422,780.00														
h. Unobligated balance of Federal funds (line d minus g)					\$183,450.00														
Recipient Share:																			
i. Total recipient share required					\$355,695.00														
j. Recipient share of expenditures					\$355,695.00														
k. Remaining recipient share to be provided (line i minus j)					\$0.00														
Program Income:																			
l. Total Federal program income earned					\$0.00														
m. Program income expended in accordance with the deduction alternative					\$0.00														
n. Program income expended in accordance with the addition alternative					\$0.00														
o. Unexpended program income (line l minus line m or line n)					\$0.00														
11. Indirect Expense	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">a. Type</th> <th style="width: 15%;">b. Rate</th> <th style="width: 15%;">c. Period From</th> <th style="width: 15%;">Period To</th> <th style="width: 15%;">d. Base</th> <th style="width: 15%;">e. Amount Charged</th> <th style="width: 15%;">f. Federal Share</th> </tr> <tr> <td>Pre-determined</td> <td style="text-align: center;">8.00%</td> <td>11/1/2016</td> <td>10/31/2017</td> <td style="text-align: right;">738,460.00</td> <td style="text-align: right;">59,077.00</td> <td style="text-align: right;">59,077.00</td> </tr> </table>	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	Pre-determined	8.00%	11/1/2016	10/31/2017	738,460.00	59,077.00	59,077.00				
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share													
Pre-determined	8.00%	11/1/2016	10/31/2017	738,460.00	59,077.00	59,077.00													
g. Totals:					738,460.00	59,077.00	59,077.00												
12. Remarks: Administrative Costs = \$237,156 & USDA = \$59,631																			
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)																			
a. Typed or Printed Name and Title of Authorized Certifying Official Sophie McAdams, Assistant Director - Grants & Contracts Accounting				c. Telephone (Area code, number and extension) 270-745-5338															
b. Signature of Authorized Certifying Official 				d. Email address sophie.mcadams@wku.edu															
				e. Date Report Submitted (Month, Day, Year) 1/31/2018															


14. Agency use only:

Standard Form 425
 OMB Approval Number: 0348-0061
 Expiration Date: 10/31/2011

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

OMB Number: 4040-0018
Expiration Date: 6/30/2020

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACP OHS		
2. Federal Grant or Other Identifying Number Assigned by Federal Agency 04CH4776	3a. DUNS 0778762580000	3b. EIN 616055628
4. Recipient Organization (Name and complete address including zip code) Recipient Organization Name: Western Kentucky University Street1: 1906 College Heights Blvd. Street2: City: Bowling Green County: Warren State: KY; Kentucky Province: Country: USA; UNITED STATES ZIP / Postal Code: 42101-000		
5. Recipient Account or Identifying Number 	6. Attachment (Check applicable) <input checked="" type="checkbox"/> Annual Report (SF-428-A) <input type="checkbox"/> Final (Award Closeout) Report (SF-428-B) <input type="checkbox"/> Disposition Report/Request (SF-428-C)	7. Supplemental Sheet <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Comments <div style="display: flex; justify-content: space-between; align-items: center;"><div></div><div>Add Attachment Delete Attachment View Attachment</div></div>		
9a. Typed or Printed Name and Title of Authorized Certifying Official Prefix: First Name: Sophie Middle Name: Last Name: McAdams Suffix: Title: Assistant Director Grants&Contracts Account		
9b. Signature of Authorized Certifying Official 		
9c. Telephone (area code, number, extension) 270-745-5338		
9d. E-Mail Address gca@wku.edu		
9e. Date report submitted (MM/DD/YYYY) 	10. Agency use only	

FY 2017- 18 HEAD START

QUARTERLY REPORT

1st QTR 04CH4776	HEAD START 525154, 525155				Reporting Period: 11/1/17 TO 1/31/18		
FINAL LINE ITEMS	APPROVED BUDGET	YTD EXPENDED	Obligations	PER CENT SPENT	Unobligated	YTD Credit card	YTD Admin cost
Personnel	\$216,524	\$101,320		46.79%	\$115,204		\$ 13,914
Fringe Benefits	\$136,818	\$66,908		48.90%	\$69,910		\$ 7,761
Travel	\$250			0.00%	\$250		
Equipment	\$0						
Supplies	\$6,500	\$1,268		19.51%	\$5,232	\$ 1,268	
Contractual	\$452,218	\$13,478		2.98%	\$438,740		
Other	\$8,138	\$5,496		67.54%	\$2,642	\$ 182	\$ 2
Consultants	\$1,000			0.00%	\$1,000		
TOTAL DIRECT	\$821,448	\$188,470	\$0	22.94%	\$632,978	\$1,450	\$ 21,677
Indirect Costs	\$29,538	\$13,999		47.39%	\$15,539		\$ 13,999
TOTAL PA 22	\$850,986	\$202,470	\$0	23.79%	\$648,516	\$1,450	\$35,676
Training							
PA 20 HEAD START					\$0		
Personnel/FRG	\$2,957	\$1,287					
Supplies/Other consultant	\$448	\$150				\$ 150	
Contractual	\$4,498	\$7					
Travel	\$2,500						
TOTAL PA20	\$10,403	\$1,445	\$0	13.89%	\$8,958	\$ 150	\$ -
TOTAL AWARD	\$861,389	\$203,914	\$0		\$657,475	\$1,600	\$35,676
NON FEDERAL						Non Fed Space 5%	\$1,922
	Grantee \$182,103	\$45,259				% Admin WKU	3.0%
	Audubon \$118,108					Audubon	
	Murray \$87,414					Murray	
Total Non Federal	\$387,625	\$45,259	\$0		\$342,366	Total Admin Costs	\$37,598
TOTAL OUTLAYS	\$1,249,014	\$249,173	\$0			TOTAL % Admin	3.0%
QTRLY NOTES:	Category:						
CONTRACTUAL: all contractual expenditures are for Delegate Agencies (Audubon Area and Murray)							
OTHER: line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing							
EXPENDITURES: on track (partial funding received which impacts % spent calculation)							

NON-FEDERAL TRACKING FORM

HEAD START NOVEMBER 1, 2017- OCTOBER 31, 2018

04CH4776

525154-155

DELEGATES

	RATE*	1st QTR	2nd QTR	Mid Year	TOTAL	3rd QTR	4th QTR	Mid Year	TOTAL	Non Fed Due	AUDUBON	MURRAY
Foster Grandparent Hours	\$4.38	956.5		956.5	\$4,189.47			0	\$0.00	\$182,104	\$118,108	\$87,414
Parent Hours	\$9.35	76		76	\$710.60			0	\$0.00			
Community Hours	\$9.35	26.75		26.75	\$250.11			0	\$0.00			
Interns	\$21.96	0		0	\$0.00			0	\$0.00			
Speech, OT, Graduate Students	\$20.71	34		34	\$704.14			0	\$0.00			
Policy Council	\$55.97	4		4	\$223.88			0	\$0.00			
Professional/Adv Councils/Comm	\$62.40	11.75		11.75	\$733.20			0	\$0.00	\$6,811		
TOTAL VOLUNTEERS = \$48,545					\$6,811.40				\$0.00			

OTHER:

List Items:	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Toys, puzzles, books					\$0.00
Audubon: services; transportation					\$0.00
Murray: contracted services					\$0.00
					\$0.00
					\$0.00
TOTAL OTHER					\$0.00

SPACE:

INDOOR/OUTDOOR SQ FT	1st QTR	2nd QTR	3rd QTR	4th QTR	TOTAL
12,710	12.1	\$38,448			\$0
TOTAL SPACE: \$153,792					\$0
ADMIN 5% = \$1,922					
TOTAL DUE NFS					\$387,626
					\$38,448
					\$38,448

Notes:

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

*rates updated 1/1/18

SUBMITTED: Becky Johnson

3/20/2018

✓

Total NFS \$45,259
BAL DUE \$342,367

BAL DUE	\$136,845	\$118,108	\$87,414
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INDEX NUMBER 525154

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$27,828.00	\$13,914.00		100%				\$13,914
Staff SAL 61111	\$162,496.00	\$77,864.28						
Part Time SAL 61123	\$20,840.00	\$9,311.58						
Staff OT 61130	\$0.00	\$50.16						
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$360.00	\$180.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$216,524.00	\$101,320.02			\$0.00	\$115,203.98	47%	\$13,914
FRINGE	\$136,818.00	\$66,908.26		11.60%		\$69,909.74	49%	\$7,761
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$6,500.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$283.68	\$283.68					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$213.14	\$213.14					
Food 71120		\$771.28	\$771.28					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,500.00	\$1,268.10	\$1,268.10		\$0.00	\$5,231.90	20%	\$0
SUBCONTRACT 72311	\$452,218.00	\$13,477.59				\$438,740.41	3%	
OTHER	\$8,138.00							
Phone line serv 71203/05		\$35.27						
Internet 71208		\$160.00	\$160.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20		\$1.40	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
p.background ch. Stud. 73513		\$22.00	\$22.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Fac Mgmt supp 73902		\$247.14						\$0.00
Local Phone 73910		\$180.00		1%				\$1.80
LD Phone 73911		\$12.60		1%				\$0
Printing Serv. 73920								
Misc. Other 73949								
				1%				\$0
TOTAL OTHER	\$8,138.00	\$5,496.41	\$182.00		\$0.00	\$2,641.59	68%	\$2
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$821,448	\$188,470.38	\$1,450.10		\$0.00	\$632,977.62	23%	\$21,677
INDIRECT	\$29,538	\$13,999.45		100%		\$15,538.55	47%	\$13,999
GRAND TOTAL	\$850,986	\$202,469.83	\$1,450.10		\$0.00	\$648,516.17	24%	\$35,677

TRAINING PA 20 - Index #525155

YTD Average Percent 25%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,175.00	\$953.64				\$1,221.36		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,175.00	\$953.64			\$0.00	\$1,221.36	44%	
FRINGE	\$782.00	\$333.70				\$448.30	43%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$4,498.00	\$7.29				\$4,490.71	0%	
OTHER	\$448.00							
Line Service 71203			\$0.00					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$150.00	\$150.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$448.00	\$150.00	\$150.00		\$0.00	\$298.00	33%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,403.00	\$1,444.63	\$150.00		\$0.00	\$8,958.37		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,403.00	\$1,444.63	\$150.00		\$0.00	\$8,958.37	14%	\$0

INDEX NUMBER 525154

YTD Average Percent 33%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/28/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$27,828.00	\$18,552.00		100%				\$18,552
Staff SAL 61111	\$162,496.00	\$104,350.06						
Part Time SAL 61123	\$20,840.00	\$13,194.88						
Staff OT 61130	\$0.00	\$186.30						
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$360.00	\$240.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$216,524.00	\$136,523.24			\$0.00	\$80,000.76	63%	\$18,552
FRINGE	\$136,818.00	\$90,678.59		11.60%		\$46,139.41	66%	\$10,519
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$6,500.00							
Office 71102		\$120.37	\$120.37	5%				\$6
Janitor/Maint. 71103		\$519.62	\$519.62					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$349.07	\$349.07					
Food 71120		\$1,474.47	\$1,474.47					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,500.00	\$2,463.53	\$2,463.53		\$0.00	\$4,036.47	38%	\$6
SUBCONTRACT 72311	\$452,218.00	\$101,378.47				\$350,839.53	22%	
OTHER	\$8,138.00							
Phone line serv 71203/05		\$35.27						
Internet 71208		\$240.00	\$240.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20		\$1.40	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101			\$0.00	1%				\$0
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
c.background ch. Stud. 73513		\$104.00	\$104.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523			\$0.00					
Fac Mgmt supp 73902		\$247.14						\$0.00
Local Phone 73910		\$270.00		1%				\$2.70
LD Phone 73911		\$18.72		1%				\$0
Printing Serv. 73920								
Misc. Other 73949								
				1%				\$0
TOTAL OTHER	\$8,138.00	\$5,754.53	\$344.00		\$0.00	\$2,383.47	71%	\$3
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$821,448	\$336,798.36	\$2,807.53		\$0.00	\$484,649.64	41%	\$29,080
INDIRECT	\$29,538	\$18,833.60		100%		\$10,704.40	64%	\$18,834
GRAND TOTAL	\$850,986	\$355,631.96	\$2,807.53		\$0.00	\$495,354.04	42%	\$47,913

TRAINING PA 20 - Index #525155

YTD Average Percent 33%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/28/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,175.00	\$1,271.52				\$903.48		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,175.00	\$1,271.52			\$0.00	\$903.48	58%	
FRINGE	\$782.00	\$451.04				\$330.96	58%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$4,498.00	\$771.29				\$3,726.71	17%	
OTHER	\$448.00							
Line Service 71203		\$74.92	\$74.92					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$150.00	\$150.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$448.00	\$224.92	\$224.92		\$0.00	\$223.08	50%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,403.00	\$2,718.77	\$224.92		\$0.00	\$7,684.23		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,403.00	\$2,718.77	\$224.92		\$0.00	\$7,684.23	26%	\$0

INDEX NUMBER 525154

YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAIL	% SPENT	ADMIN COSTS
Admin SAL 61111	\$27,828.00	\$23,190.00		100%				\$23,190
Staff SAL 61111	\$162,496.00	\$131,910.59						
Part Time SAL 61123	\$20,840.00	\$19,011.12						
Staff OT 61130	\$0.00	\$401.25						
Graduate Asst 61140	\$0.00							
CELL PLAN 61180	\$360.00	\$300.00						
STUDENT 61501	\$5,000.00							
TOTAL PERSONNEL	\$216,524.00	\$174,812.96			\$0.00	\$41,711.04	81%	\$23,190
FRINGE	\$136,818.00	\$116,230.45		11.60%		\$20,587.55	85%	\$13,483
TRAVEL	\$250.00							
INSTATE 74101			\$0.00					
REGISTRATION 74110			\$0.00					
REGISTRATION 74210			\$0.00					
OUT STATE 74201			\$0.00					
TRAVEL 74000	\$250.00	\$0.00	\$0.00	4%	\$0.00	\$250.00		\$0
SUPPLIES	\$6,500.00							
Office 71102		\$120.37	\$120.37	5%				\$6
Janitor/Maint. 71103		\$1,423.85	\$1,423.85					\$0
Household 71106			\$0.00					\$0
Classroom 71109		\$441.47	\$441.47					
Food 71120		\$1,922.70	\$1,922.70					
Grounds 71122			\$0.00					\$0
agricultural 71110			\$0.00					
TOTAL SUPPLIES	\$6,500.00	\$3,908.39	\$3,908.39		\$0.00	\$2,591.61	60%	\$6
SUBCONTRACT 72311	\$452,218.00	\$116,052.83				\$336,165.17	26%	
OTHER	\$8,138.00							
Phone line serv 71203/05		\$35.27						
Internet 71208		\$320.00	\$320.00					
Hous Auth utilities 71211		\$838.00						
Postage 71310/20		\$1.40	\$0.00					
Insurance Non-emp 71401		\$4,000.00		0%				\$0
Equip software<5000 71501								
Equip other<2000 71549			\$0.00	1%				\$0
Subscrip/Dues 71801-10			\$0.00					
Subscrip/Dues Data 71811			\$0.00	0%				\$0
Maint. Copy Mach. 72101		\$489.80	\$489.80	1%				\$5
Maint. Computer. 72102			\$0.00	1%				\$0
Maint. software 72105			\$0.00	1%				\$0
Maint. BLDG 72106			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
background ch. Stud. 73513		\$104.00	\$104.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Misc.background ch. 73523		\$42.00	\$42.00					
Fac Mgmt supp 73902		\$494.28						\$0.00
Local Phone 73910		\$360.00		1%				\$3.60
LD Phone 73911		\$31.62		1%				\$0
Printing Serv. 73920								
Misc. Other 73949								
				1%				\$0
TOTAL OTHER	\$8,138.00	\$6,716.37	\$955.80		\$0.00	\$1,421.63	83%	\$9
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	1000							
TOTAL CONSULT	\$1,000.00	\$0.00	\$0.00		\$0.00	\$1,000.00	0%	
TOTALS	\$821,448	\$417,721.00	\$4,864.19		\$0.00	\$403,727.00	51%	\$36,688
INDIRECT	\$29,538	\$24,133.47		100%		\$5,404.53	82%	\$24,133
GRAND TOTAL	\$850,986	\$441,854.47	\$4,864.19		\$0.00	\$409,131.53	52%	\$60,821

TRAINING PA 20 - Index #525155

YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$2,175.00	\$1,589.40				\$585.60		
Staff SAL 61150						\$0.00		\$0.00
TOTAL PERSONNEL	\$2,175.00	\$1,589.40			\$0.00	\$585.60	73%	
FRINGE	\$782.00	\$568.38				\$213.62	73%	\$0.00
TRAVEL	\$2,500.00							
INSTATE 74101			\$0.00					
registration instate 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION OUT 74210			\$0.00					
TRAVEL 74000	\$2,500.00	\$0.00	\$0.00	4%	\$0.00	\$2,500.00	0%	\$0.00
SUPPLIES	\$0.00							
Office 71102			\$0.00	5%				\$0.00
Janitor/Maint. 71103			\$0.00	0%				\$0.00
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Food 71120			\$0.00					
TOTAL SUPPLIES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	####	\$0.00
SUBCONTRACT 72311	\$4,498.00	\$881.38				\$3,616.62	20%	
OTHER	\$448.00							
Line Service 71203		\$102.44	\$74.92					
Equip. <1,000 71501			\$0.00					
Subscrip/Dues 71801		\$150.00	\$150.00					
Maint. Copy Mach. 72101			\$0.00	1%				\$0.00
Maint. COMP Softw 72105			\$0.00	1%				\$0.00
Maint. Equip 72108			\$0.00	1%				\$0.00
Misc. Accreditation 73514			\$0.00					
Misc. backgrnd 73523			\$0.00					
Misc. Other 73549								
Printing Serv. 73920				1%				\$0.00
charges-Dept 73949								
TOTAL OTHER	\$448.00	\$252.44	\$224.92		\$0.00	\$195.56	56%	\$0
CONSULTANTS								
Consult WKU 61160								
72200								
TOTAL CONSULT	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		
TOTALS	\$10,403.00	\$3,291.60	\$224.92		\$0.00	\$7,111.40		\$0
INDIRECT	\$0.00					\$0.00		\$0
GRAND TOTAL	\$10,403.00	\$3,291.60	\$224.92		\$0.00	\$7,111.40	32%	\$0

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Balance of Funds	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.	
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: WESTERN KENTUCKY UNIVERSITY 1906 College Heights Blvd Bowling Green, KY 42101-1000 Grantee Authorizing Official: Laura Hagan1 , Chairman, WKURF Board			12. PROJECT / PROGRAM TITLE: Head Start- Extended Duration supplement - Delegate only Audubon Area	
13. COUNTY: Warren	14. CONGR. DIST: 02	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Thelma Jackson		

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 389,138.00	A. NON-FEDERAL SHARE.....	\$ 387,625.00 20%
Fringe Benefits.....	\$ 238,016.00	B. FEDERAL SHARE.....	\$ 1,550,500.00 80%
Travel.....	\$ 5,850.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,550,500.00
Supplies.....	\$ 24,300.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 822,087.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 861,389.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 17,940.00	\$ 689,111.00	
Direct Costs.....	\$ 1,497,331.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 53,169.00	\$ 5,949,984.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 1,550,500.00	22. APPLICANT EIN: 616055628	23. PAYEE EIN: 1616055628A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:					DUNS 077876258	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	04CH477604	75-18-1536	8-G044122	\$680,789.00		
	04CH477604	75-18-1536	8-G044120	\$8,322.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Ms. Cheryl Pressley	DATE: 03/23/2018	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Ms. TaWanda Goodman	DATE: 03/22/2018
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Captain Robert Bialas - Regional Program Manager		DATE: 03/23/2018	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 04CH4776-04-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Balance of Funds		7. AWARD AUTHORITY: 42 USC 9801 ET SEQ.
8. BUDGET PERIOD: 11/01/2017 THRU 10/31/2018		9. PROJECT PERIOD: 11/01/2014 THRU 10/31/2019		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: WESTERN KENTUCKY UNIVERSITY				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201 AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

26. REMARKS (Continued from previous page)

This grant action awards additional operations and training and technical assistance funds for the Head Start program for the 11/01/2017-10/31/2018 budget period. The balance of the funds will be awarded when available, subject to the final appropriation for the Head Start program for Fiscal Year 2018.

Early Head Start FY 2017-18

MONTHLY EXPENDITURE REPORT
JAN 1-31, 2018

EARLY HEAD START - FY: SEPTEMBER 1, 2017 - AUGUST 31, 2018

GENERAL FUNDS PA 25 - Index #544829 YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$43,253.70						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$43,253.70			\$0.00	\$61,868.30	41%	\$0
FRINGE	\$82,376.00	\$35,474.49				\$46,901.51	43%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103		\$134.34	\$134.34	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$130.99	\$130.99					
Food 71120		\$282.17	\$282.17					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$547.50	\$547.50		\$0.00	\$4,072.50	12%	\$0
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
.background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$0.00	\$0.00		\$0.00	\$399.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$79,275.69			\$0.00	\$113,491.31	41%	\$0
INDIRECT	\$15,421.00	\$6,342.10		100%		\$9,078.90	41%	\$6,342
GRAND TOTAL	\$208,188.00	\$85,617.79	\$547.50		\$0.00	\$122,570.21	41%	\$6,342

TRAINING PA 26 - Index #544830

YTD Average Percent 42%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 1/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$406.50						
TOTAL PERSONNEL	\$933.00	\$406.50			\$0.00	\$526.50	44%	
FRINGE	\$367.00	\$161.00				\$206.00	44%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102			\$0.00	5%				\$0
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$0.00	\$0.00		\$0.00	\$250.00	0%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$0.00
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$567.50			\$0.00	\$4,429.50	11%	\$0
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$567.50	\$0.00		\$0.00	\$4,429.50	11%	\$0

MONTHLY EXPENDITURE REPORT
FEB 1-28, 2018

EARLY HEAD START - FY: SEPTEMBER 1, 2017 - AUGUST 31, 2018

GENERAL FUNDS PA 25 - Index #544829 YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/28/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$51,903.24						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$51,903.24			\$0.00	\$53,218.76	49%	\$0
FRINGE	\$82,376.00	\$42,714.78				\$39,661.22	52%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102		\$43.97	\$43.97	5%				\$2
Janitor/Maint. 71103		\$216.63	\$216.63	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$297.29	\$297.29					
Food 71120		\$304.59	\$304.59					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$862.48	\$862.48		\$0.00	\$3,757.52	19%	\$2
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101			\$0.00	1%				\$0
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$0.00	\$0.00		\$0.00	\$399.00	0%	\$0
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$95,480.50			\$0.00	\$97,286.50	50%	\$2
INDIRECT	\$15,421.00	\$7,638.50		100%		\$7,782.50	50%	\$7,639
GRAND TOTAL	\$208,188.00	\$103,119.00	\$862.48		\$0.00	\$105,069.00	50%	\$7,641

TRAINING PA 26 - Index #544830

YTD Average Percent 50%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 2/28/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$487.80						
TOTAL PERSONNEL	\$933.00	\$487.80			\$0.00	\$445.20	52%	
FRINGE	\$367.00	\$194.04				\$172.96	53%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102		\$105.11	\$105.11	5%				\$5
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$105.11	\$105.11		\$0.00	\$144.89	42%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$5.26
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$786.95			\$0.00	\$4,210.05	16%	\$5
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$786.95	\$105.11		\$0.00	\$4,210.05	16%	\$5

QUARTERLY REPORT

2nd QTR 04CH4761	EARLY HEAD START 544829-830				Reporting Period:		
	FY: Sep. 1, 2017 - Aug. 31, 2018				9/1/17 TO 2/28/18		
FINAL	APPROVED	YTD		PER CENT		YTD	YTD
LINE ITEMS	BUDGET	EXPENDED	Obligations	SPENT	Unobligated	Credit card	Admin cost
Personnel	\$105,122	\$51,903		49.37%	\$53,219		\$ -
Fringe Benefits	\$82,376	\$42,715		51.85%	\$39,661		\$ -
Travel	\$0				\$0		
Equipment							
Supplies	\$4,620	\$862		18.67%	\$3,758	\$ 862	\$ 2
Contractual	\$0		\$0		\$0		
Other	\$399			0.00%	\$399		
Consultants	\$250				\$250		
TOTAL DIRECT	\$192,767	\$95,481	\$0	49.53%		\$862	\$2
Indirect Costs	\$15,421	\$7,639		49.53%			\$ 7,639
TOTAL PA 25	\$208,188	\$103,119	\$0	49.53%	\$0	\$862	\$7,641
PA 26 Training					\$0		
Personnel/Frg	\$1,300	\$682					
Supplies/Other	\$1,247	\$105				105.11	\$ 5.00
Contractual	\$0						
Travel	\$2,250						\$ -
TOTAL PA26	\$4,997	\$787	\$0	15.75%	\$4,210	\$ 105	\$ 5
TOTAL AWARD**	\$213,185	\$103,906	\$0	49%	\$109,279	\$968	\$7,646
NON FEDERAL						Non Fed Space 5%	\$1,387
Space		\$16,710				% Admin WKU	3.4%
Volunteers		\$11,024					
Other						TOTAL ADMIN	\$9,033
Total Non Federal	\$53,296	\$27,734	\$0	52.04%	\$25,562		
TOTAL OUTLAYS	\$266,481	\$131,640	\$0				
QTRLY NOTES:	Category:						
	OTHER:	line items include: postage, maintenance, insurance, advertising, dues, fees, telephone and printing					
	Expenditures: On track						

EARLY HEAD START September 1, 2017- August 31, 2018
544829-830

	1st Qtr		2nd Qtr		3rd Qtr		4th Qtr		TOTAL
	Total	Total	Total	Total	Total	Total			
OTHER:									
List Items:									
TOTAL OTHER									

		1st QTR	2nd QTR	TOTAL	3rd QTR	4th QTR	TOTAL
INDOOR/OUTDOOR SQ FT							\$0
	SQ FT. 2762	12.1	\$8,355	\$16,710			\$0
TOTAL BUDGET = \$33,421				\$16,710			\$0
							\$16,710

For Interns/Grad Stud, the value of services provided are for similar services/ed level performed by Teachers as outlined in the program plans.

For Other, verify that donated goods are items that are reasonable and necessary to meet program objectives and meet agency requirements for allowable purchases.

Becky Johnson	3/20/2018
Submitted	Date

MONTHLY EXPENDITURE REPORT
MAR 1-31, 2018

EARLY HEAD START - FY: SEPTEMBER 1, 2017 - AUGUST 31, 2018

GENERAL FUNDS PA 25 - Index #544829 YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
SAL admin				100%				\$0
Staff SAL 61111	\$103,122.00	\$60,552.78						
Part Time SAL 61123								
STUDENT 61501	\$2,000.00							
TOTAL PERSONNEL	\$105,122.00	\$60,552.78			\$0.00	\$44,569.22	58%	\$0
FRINGE	\$82,376.00	\$49,955.07				\$32,420.93	61%	
TRAVEL	\$0.00							
REGISTRATION 74210								
TRAVEL 74000	\$0.00	\$0.00		4%	\$0.00	\$0.00		\$0
SUPPLIES	\$4,620.00							
Office 71102		\$43.97	\$43.97	5%				\$2
Janitor/Maint. 71103		\$323.08	\$323.08	0%				\$0
Medical/Househ 71104/06			\$0.00	0%				\$0
Classroom 71109		\$350.00	\$350.00					
Food 71120		\$341.30	\$341.30					
Grounds 71122			\$0.00	0%				\$0
Misc 71149			\$0.00					
TOTAL SUPPLIES	\$4,620.00	\$1,058.35	\$1,058.35		\$0.00	\$3,561.65	23%	\$2
OTHER	\$399.00							
Postage 71310			\$0.00	0%				\$0
Software 71501				0%				\$0
Dues 71811			\$0.00	1%				\$0
Maint Copy 72101		\$80.09	\$0.00	1%				\$1
Maint. Comp Softw 72105			\$0.00	1%				\$0
Maint. Equip 72108			\$0.00	1%				\$0
REPAIRS 72149			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515			\$0.00					
Misc. Other 73549			\$0.00					
Local Phone 73910				1%				\$0
LD Phone 73911				1%				\$0
Printing Serv. 73920				1%				\$0
Visitor Permit 73926								
TOTAL OTHER	\$399.00	\$80.09	\$0.00		\$0.00	\$318.91	20%	\$1
CONSULTANTS								
Consult WKU 61160								
Consult 72204/09	250							
TOTAL CONSULT	\$250.00				\$0.00	\$250.00		\$0
TOTALS	\$192,767.00	\$111,646.29			\$0.00	\$81,120.71	58%	\$3
INDIRECT	\$15,421.00	\$8,931.79		100%		\$6,489.21	58%	\$8,932
GRAND TOTAL	\$208,188.00	\$120,578.08	\$1,058.35		\$0.00	\$87,609.92	58%	\$8,935

TRAINING PA 26 - Index #544830

YTD Average Percent 58%

PERSONNEL	BUDGET ALLOCATION	EXPENSES Through 3/31/18	CREDIT CARD	% admin	ENCUMBRANCES	BALANCE AVAILABLE	% SPENT	ADMIN COSTS
Staff SAL 61111	\$933.00	\$569.10						
TOTAL PERSONNEL	\$933.00	\$569.10			\$0.00	\$363.90	61%	
FRINGE	\$367.00	\$227.07				\$139.93	62%	
TRAVEL	\$2,250.00							
INSTATE 74101			\$0.00					
REGISTRAT KY 74110			\$0.00					
OUT STATE 74201			\$0.00					
REGISTRATION 74210			\$0.00					
TRAVEL 74000	\$2,250.00	\$0.00	\$0.00	4%	\$0.00	\$2,250.00	0%	\$0
SUPPLIES	\$250.00							
Office 71102		\$105.11	\$105.11	5%				\$5
Janitor/Maint. 71103			\$0.00					
Household 71106			\$0.00					
Classroom 71109			\$0.00					
Grounds 71122		\$0.00	\$0.00					
TOTAL SUPPLIES	\$250.00	\$105.11	\$105.11		\$0.00	\$144.89	42%	
OTHER	\$997.00							
software 71501			\$0.00					
Subscrip/Dues 71801			\$0.00					
Maint copy mach 72101			\$0.00	1%				\$0.00
Maint software 72105			\$0.00	1%				\$0
background ch. Stud. 73513/23			\$0.00					
Misc. Accreditation 73514			\$0.00					
Misc. Licensing Fees 73515								
Printing Serv. 73920				1%				\$0
TOTAL OTHER	\$997.00	\$0.00	\$0.00		\$0.00	\$997.00	0%	\$5.26
200								
TOTAL CONSULT	\$200.00	\$0.00			\$0.00	\$200.00		
TOTALS	\$4,997.00	\$901.28			\$0.00	\$4,095.72	18%	\$5
INDIRECT	\$0.00	\$0.00				\$0.00		
GRAND TOTAL	\$4,997.00	\$901.28	\$105.11		\$0.00	\$4,095.72	18%	\$5